

# 78 MDG – OUTPATIENT RECORDS

## Printable Fact Sheet

**Location:** Bldg 700A, First Floor

**Phone:** 478- 327- 7774

**Hour:** 0730 -1630, Mon – Fri., Every 2<sup>nd</sup> Tuesday and 4<sup>th</sup> Thursday, Closed at Noon

### PROCEDURES FOR PULLING MEDICAL RECORDS:

Outlying clinics (Optometry, Women's Health, Public Health and Mental Health) will be pulled 1 day prior to appointment. For walk-ins or same day appointments, clinics request health through CHCS.

### PROCEDURES FOR OBTAINING COPIES OF MEDICAL RECORDS

Patient may not sign out records for off-base appointments. Patients may request copies of their health records and either have them mailed or hand-carry copies to their destination. Request for copies should be made as early as possible and with at least 4 weeks' notice if the entire record must be copied. For specific copies of health information it is permissible for administrative element personnel to complete the request and forward the copy to the Release of Information clerk.

**RELEASE OF INFORMATION CLERK: JOHN WADE, CIV DSN 478-327-7772**

### PROCEDURES FOR RELEASING HEALTH RECORDS TO ADULT PATIENTS

Patients over age 18 who want to provide authorization for their parent, spouse or designated to pick up their medical records for any reason, must complete and sign a DD Form 2870, *Authorization of Medical or Dental Information*. Special Powers of Attorney will be recognized as valid and will be treated in the same manner as the letter listed above.

### MEDICAL RECORD IN-PROCESSING PROCEDURES

Active Duty Flyers will be instructed to turn in their medical records during the 78 MDG Right Start Briefing every Tuesday after at 1300.

### MEDICAL RECORD OUTPROCESSING PROCEDURES

Military treatment facility at the departing or losing MTF are required to forward the health records (outpatient or dental records) for departing service members, to the gaining medical unit responsible for maintaining the service member's health records. Health records should be sent within 5 days of the member's PCS/PCA departure date or date of separation/transition to the Reserve Component. The member is required to present military PCS orders or duty location reassignment orders prior to the departure of losing MTF prior to final departure from the installation or organization or organization.

### TRANSFERRING MEMBERS PCS OR GEOGRAPHICALLY SEPARATED UNITS (GSU) OR REMOTE LOCATIONS FOR AIRMEN NOT ASSIGNED TO SENSITIVE DUTIES OR FLIGHT STATUS.

If an Active Duty member is assigned to a GSU with on-site military support or resides less than 50 miles or less than one hour of driving time from the nearest MTF, the STR will be mailed to the nearest MTF, where the Service Member will be enrolled into TRICARE PRIME REMOTE.